



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

MCO 3000.2H
POC
15 Jun 01

MARINE CORPS ORDER 3000.2H

From: Commandant of the Marine Corps
To: Distribution List

Subj: OPERATIONAL REPORTING

Ref: (a) U.S. CODE TITLE 10
(b) MCO 5000.17A (MCCLS)
(c) MCO P5750.1G (MAN FOR MC HISTORICAL PROGRAM)

Encl: (1) Weekly Situation Report
(2) Semimonthly Operational Summary Report

Reports Required: I. Weekly Situation Report (Report Control
Symbol EXEMPT), par. 4c and enclosure (1).
II. Semimonthly Operational Summary Report
(Report Control Symbol EXEMPT), par. 4d and
enclosure (2).

1. Situation. To publish requirements for commanders to submit operational and exercise reports and to clarify submission requirements for operational reporting as a result of existing unified combatant command orders, fleet instructions, and/or force orders and bulletins.

2. Cancellation. MCO 3000.2G.

3. Mission

a. In accordance with reference (a), to effectively carry out his obligations as a member of the Joint Chiefs of Staff, and to execute his Service Chief responsibilities, which include providing and supporting combat ready forces for employment by unified combatant commanders, the Commandant of the Marine Corps (CMC) must have accurate, detailed, and timely information on the status and activities of all Marine Corps operating and support forces. Commanders must conscientiously address the requirement to keep CMC and the Service Headquarters informed. In part, these requirements are satisfied by references (a) through (c). This Order provides guidance on the format and content of required operational reports and is not meant to infringe upon the latitude and authority granted to operational commanders by the chain of command.

15 Jun 01

b. While unit locations and activities are critical reporting factors, complete and timely information is the key to fulfilling the operational reporting requirement. Reporting formats contained herein represent the minimum information requirements. The submission of amplifying or follow-on reports is strongly encouraged to enhance situational awareness and facilitate decision-making at all organizational levels.

c. Due to the perishable nature of information and in the interest of timeliness, reports should not be consolidated at the unified commander's Marine Corps Service Component (MARFOR) level, prior to submission to this Headquarters. It is understood that changes may occur; however, accurately reporting current operational events and situations is the desired endstate of all reporting efforts.

4. Execution

a. Service Headquarters Reporting Requirements. Commanders will submit the formal reporting requirement through standard message traffic. Concurrently, all reports required by this Order will be posted to an organization's Secure Internet Protocol Routable Network (SIPRNET) web page for ready access by authorized users. This will facilitate information flow at all levels and enhance the speed and efficiency of command and control functions through information exchange on a near-real time basis with authorized users throughout the Global Command and Control System (GCCS) operations community. Reporting Marine Corps commands will provide this Headquarters with the operational reports listed in paragraph 4.c, below.

b. Operational Chain of Command Reporting Requirements. Reports required by this Order are intended to complement, not duplicate, the requirements levied on commanders by their operational chain of command. If a commander is tasked with providing a similar report for a senior operational commander, CMC's operational reporting requirements will be satisfied by including CMC WASHINGTON DC//PPO/PL/POC/POS/APP/LPO/M&RA// as an information addressee on the report due to the senior commander. Information not known prior to submission will be updated promptly as it is made available. Though formats may vary, the requirement will be considered satisfied if the requested information is provided. Additionally, if the report due date for the operational chain of command varies from that specified by this Order (example -- Weekly Situation Reports due

15 Jun 01

Monday vice Friday), the unit is not required to submit a second report merely to satisfy the requirements of this Order.

c. Weekly Situation Report (Report Control Symbol EXEMPT)

(1) Commanders required to submit Weekly Situation Reports via message to CMC WASHINGTON DC//PPO/POC/POS/APP/LPO/M&RA//, will include units that meet the following criteria:

(a) Routine, scheduled unit deployments to include, but not limited to, MEU(SOC), Special Purpose Marine Air-Ground Task Forces (SPMAGTF's), Fleet Anti-terrorism Security Team (FAST) deployment program, UNITAS, carrier air wing integration program (TACAIR integration), counter drug operations, and unit deployment program (UDP) rotations of squadron and battalion size.

(b) Contingency deployments to include peacekeeping operations, humanitarian assistance and disaster relief operations, as well as the assumption of operational contingency missions. This includes, but is not limited to, units such as forward deployed MAGTF's, SPMAGTF's, Marine Corps Security Forces, Air/Alert Contingency Marine Air Ground Task Forces (ACM's) or any unit serving as a unified commander's Marine Corps Service Component (MARFOR) in support of joint or combined operations.

(c) Participation by active or reserve component forces, regardless of unit size, in uni-service, joint or combined field training exercises.

(d) The Commander, U.S. Marine Corps Forces Reserve (COMMARFORRES) will report on those units of battalion, squadron and detachment size that deploy for operations (including counterdrug support), exercises, or annual training. Predeployment Reports are not required for Reserve Mobilization Operational Readiness Deployment Tests (MORDT) or monthly inactive duty training periods such as weekend drill training.

MCO 3000.2H
15 Jun 01

(2) Submission of the Weekly Situation Report (SITREP) will commence when the unit is formed (example - a Marine Expeditionary Unit will commence reporting when major subordinate elements are attached to the MEU, usually 240 days prior to actual deployment). The Weekly SITREP will initially be submitted the first Friday after the unit is activate and will continue to be submitted each Friday thereafter until the unit is deactivated or returns to normal garrison activities.

(3) The Weekly SITREP format in enclosure (1) represents the minimum information required.

(4) Reserve units conducting annual training independently (i.e., not attached to an active duty Marine Corps command) are required to submit the SITREP only upon conclusion of the 2-week training period. Active duty commands gaining reserve units and detachments for exercises, operations, or training will include gained reserve unit/detachment information in the body of their Weekly SITREPs.

(5) The Weekly SITREP will not be required when units are submitting daily operational or exercise SITREPs.

d. Semimonthly Operational Summary Report (Report Control Symbol EXEMPT)

(1) The purpose of this report is to provide current and future information on contingency forces, current and future operations, exercises, counter drug operations and Deployments for Training (DFTs). The Semimonthly Operational Summary Report will be submitted on the first working day of each month and the working day closest to the fifteenth of each month.

(2) Commanders required to submit a Semimonthly Operational Summary Report, by posting to their SIPRNET webpage and via message to CMC WASHINGTON DC//PPO/POC/POS/APP/LPO//, are:

(a) CG, I Marine Expeditionary Force (I MEF)

(b) CG, II Marine Expeditionary Force (II MEF)

(c) CG, III Marine Expeditionary Force (III MEF)

(d) Commander, U.S. Marine Corps Forces Pacific
(COMMARFORPAC)

(e) Commander, U.S. Marine Corps Forces Korea
(COMMARFORK)

(f) Commander, U.S. Marine Corps Forces Central
Command (COMUSMARCENT)

(g) Commander, U.S. Marine Corps Forces Atlantic
(COMMARFORLANT)

(h) Commander, U.S. Marine Corps Forces Europe
(COMMARFOREUR)

(i) Commander, U.S. Marine Corps Forces South
(COMMARFORSOUTH)

(j) Commander, U.S. Marine Corps Forces Reserve
(COMMARFORRES)

(3) COMMARFORPAC and COMMARFORLANT Semimonthly Operational Summary Reports need not duplicate the information contained in subordinate MEF reports however, they do need to thoroughly reflect all Marine Corps Service Component unique activities, significant events, training exercises and operations that may not be reported by subordinate MEF(s). The report format outlined in enclosure (2) represents the minimum information required. Additional information that enhances situational awareness regarding current and future events, training and operations is strongly encouraged.

5. General Reporting Requirements. There are numerous operational documents that are required for submission by unified combatant command orders, fleet instructions, force orders and/or bulletins. These documents contain fundamental operational data that will assist CMC in carrying out his Title 10 responsibilities. At a minimum, reporting Marine Corps commands will provide information copies of the following operational documents and reports:

a. Daily Combat/Exercise Situation Report. These reports provide daily summaries of combat or exercise related information. They include air and ground operations, logistics, and manpower details.

MCO 3000.2H
15 Jun 01

Commanders will include CMC WASHINGTON DC//PPO/POC/POS/APP/LPO/M&RA// (RAC where applicable) as an information addressee on all daily combat/exercise situation reports submitted through the operational chain of command.

b. Deployment Orders (DEPORDS). Unit DEPORDS (to include Warning Orders, Planning Orders, Alert Orders, Deployment Preparation Orders, Execute Orders, and Redeployment Orders) are published by active and reserve component units (including all MAGTFs and designated contingency forces) for the purpose of deploying in support of contingency operations, MEF or MEF (FWD) level exercises, training outside the continental United States, and/or joint/ combined training events. The appropriate unified combatant commander's Marine Corps Service component commander will provide a copy to CMC (POC).

c. Operation Plans (OPLANS), Operation Plans in Concept Format (CONPLANS), and Operation Orders (OPORDs). Draft and completed versions of all OPLANS, CONPLANS and OPORDs prepared by a unified commander's Marine Corps Service component commander and supporting MAGTF commander will be posted on their respective SIPRNET web page, with appropriate security measures in effect, for ready access by authorized GCCS users.

d. Reserve Activation Orders. The appropriate unified combatant commander's Marine Corps Service component commander will provide copies of all activation orders to CMC (POC).

e. Joint Reports. Copies of all joint reports submitted by or concerning Marine Corps units will be provided to CMC(POC). Examples of joint reports include Joint OPREPs and Joint SITREPs.

f. Embarked Personnel Material Reports (EPMRs). Deploying unit commanders will request to submitting naval commanders that CMC WASHINGTON DC//PPO/POC/POE/APP/LPO/M&RA// be an information addressee on all EPMRs.

g. Aircraft Material Readiness Reports (AMRRs). All Marine aviation units required to submit AMRRs will include CMC WASHINGTON DC//APP/ASL/POC// as an information addressee. Commanders of deployed composite squadrons and those units in the TACAIR Integration program will request that naval commanders include CMC WASHINGTON DC//APP/POC// as an information addressee on all AMRRs. Information contained in required weekly situation reports will be

MCO 3000.2H
15 Jun 01

derived from AMRR data submitted for the date on which the weekly report was due.

6. Action

a. Commanders will report their operational activities per the guidelines contained in paragraphs 4 and 5 above, and in enclosures (1) and (2).

b. All classified documents submitted to the Service Headquarters will bear specific declassification instructions, to include:

(1) The identity, by name or personal identifier and position of the original classification authorities.

(2) The date or criteria for declassification.

7. Records Disposition. Operational documents maintained by CMC(PPO/POC/APP/LPO/M&RA) will be forwarded to the Director of History and Museums (CMC WASHINGTON DC//HD//) for retention and/or disposition as required by current orders and directives. Copies maintained by Marine Corps field activities will be retained as part of the respective command's historical files per reference (e).

8. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.



E.R. Bedard
Deputy Commandant
Plans, Policies and Operations

DISTRIBUTION: PCN: 10202990000

Copy to: 7000110 (55)
7000093/8145005 (2)
7000099, 144/8145001 (1)

MCO 3000.2H
15 JUN 01

WEEKLY SITUATION REPORT
(Report Control Symbol EXEMPT)

1. TASK ORGANIZATION: (NOTE PROVIDE NEW ORGANIZATIONS OR CHANGES ONLY, OTHERWISE REPORT NO CHANGE)

2. LOCATION(S):

- A. CE
- B. GCE
- C. ACE
- D. CSSE

3. EVENTS SUMMARY:

- A. SIGNIFICANT EVENTS (ACTIONS COMPLETED SINCE LAST REPORT).
- B. FORECAST OF FUTURE EVENTS (ACTIONS PLANNED OR ANTICIPATED FOR DURATION OF PRESENT OR FUTURE TASK WHILE ON DEPLOYMENT)

4. PERSONNEL SUMMARY: (ALL UNITS REFLECTED IN TASK ORGANIZATION ON HAND: EFFECTIVE/NONEFFECTIVE)

	USMC		USMCR		USN		OTHER	
	OFF	ENL	OFF	ENL	OFF	ENL	OFF	ENL
CE	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX
DETS/ATTACH	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX
TOTAL	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX
GCE	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX
DETS/ATTACH	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX
TOTAL	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX
ACE	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX
DETS/ATTACH	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX
TOTAL	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX
CSSE	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX
DETS/ATTACH	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX
TOTAL	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX
GRAND TOTAL	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX

ENCLOSURE (1)

A. REPORT TOTAL NUMBER OF FEMALE MARINES IN UNITS AS APPROPRIATE.

5. INTELLIGENCE SUMMARY:

6. OPERATIONS/TRAINING SUMMARY:

A. CE

B. GCE

C. ACE

D. CSSE

7. LOGISTICS SUMMARY:

A. SUSTAINABILITY (REPORT DAYS OF SUPPLY ON HAND, BY SUPPLY CLASS)

B. EQUIPMENT READINESS: XX.X

(1) GROUND EQUIPMENT READINESS

UNIT	COMM	ENGR	MT	ORD	TOTALS
CE	XX.X	XX.X	XX.X	XX.X	XX.X
GCE	XX.X	XX.X	XX.X	XX.X	XX.X
ACE	XX.X	XX.X	XX.X	XX.X	XX.X
CSSE	XX.X	XX.X	XX.X	XX.X	XX.X

(2) PACING ITEM READINESS: XX.X

C. MCGERR OR PACING DEADLINE EQUIPMENT:
TAMCN NOMEN AUTH POSS D/L 2D-ERO 3D-ERO DDL RMKS/STAT

D. 2D ECHELON DEADLINING PARTS ON ORDER:
DOC NSN PRI RDD UNIT ERO STAT/DTD/SOS

E. 3D ECHELON DEADLINING PARTS ON ORDER:
DOC NSN PRI RDD UNIT ERO STAT/DTD/SOS

F. SUPPLY BLOCK PERFORMANCE:

TOPIC	WEEKLY REQ/ISS	MONTHLY REQ/ISS	CUMULATIVE REQ/ISS
CLASS IX W/RO	X/X	X/X	X/X
CLASS IX W/O RO	X/X	X/X	X/X
MAINT FLOAT	X/X	X/X	X/X
TOTALS	X/X	X/X	X/X

ENCLOSURE (1)

MCO 3000.2H
15 JUN 01

G. SIGNIFICANT PROBLEMS OR ASSISTANCE REQUIRED:

H. GENERAL COMMENTS:

8. AVIATION SUMMARY:

A. SORTIES/OPERATIONS/FLIGHT HOURS (DAY AND NIGHT)

B. AIRCRAFT AVAILABILITY (FMF/PMC/NMC/MC)

C. SIGNIFICANT PROBLEMS OR ASSISTANCE REQUIRED

D. GENERAL COMMENTS (LIST ANY ASSIGNED AIRCRAFT CURRENTLY NOT AVAILABLE FOR MISSION TASKINGS DUE TO GEOGRAPHIC LOCATION. INCLUDING THE LOCATION OF THOSE AIRCRAFT NOT LOCATED WITH THE DEPLOYED SQUADRON/DETACHMENT)

9. COMMUNICATIONS/COMPUTER SYSTEMS STATUS: (REPORT MAJOR C I SYSTEM PROBLEMS OR ASSISTANCE REQUIRED. ADDITIONALLY, REPORT CURRENT SIPRNET UNIFORM RESOURCE LOCATOR (URL) TO ENSURE UNINTERRUPTED ACCESS TO ORGANIZATIONAL WEBSITE)

10. COMMANDER'S ASSESSMENT/COMMENTS: (AS REQUIRED)

ENCLOSURE (1)

MCO 3000.2H
15 JUN 01

SEMIMONTHLY OPERATIONAL SUMMARY REPORT
(Report Control Symbol EXEMPT)

1. CONTINGENCY FORCES: (LIST UNITS ASSIGNED/ATTACHED DURING THE REPORTING PERIOD)

- A. AMPHIBIOUS READY FORCE (CE, GCE, ACE, CSSE)
- B. AIR CONTINGENCY FORCE/ALERT CONTINGENCY MAGTF
- (1) CE
- (2) ACF/ACM UNITS
- (3) FOLLOW-ON ACF/ACM UNITS

2. CURRENT OPERATIONS/EXERCISE/COUNTERDRUG SUPPORT/DFT: (FOR THE PERIOD COVERED BY THE REPORT)

A. OPERATION/EVENT/ACTIVITY NAME

(1) DATES. (REPORT INCLUSIVE DATES FOR THE OPERATION/EXERCISE/COUNTERDRUG MSN/DFT AND NOT SIMPLY THROUGH THE END OF THE REPORTING PERIOD)

(2) FORCE LIST. (MAJOR ELEMENTS OF THE UNIT TASK ORGANIZATION)

(3) LOCATIONS. (SPECIFIC LOCATIONS FOR ALL KEY ELEMENTS OF THE UNIT TASK ORGANIZATION. EXAMPLE - CE IN SATTAHIP, THAILAND, ACE IN CARAT, ETC.)

(4) MISSION. (BRIEF, NARRATIVE DESCRIPTION OF THE OPERATION/EXERCISE/DFT PURPOSE. EXAMPLE - UNIT DEPLOYED ON 31 AUG TO THE UMATILLA NATIONAL FOREST IN THE NORTH CENTRAL OREGON TO ASSIST WITH FEMA, DIRECTED WILDLAND FIREFIGHTING EFFORTS)

(5) COMBAT ESSENTIALS EQUIPMENT. (PER CURRENT MCBUL 3000)

(6) PERSONNEL SUMMARY:

SENIOR MARINE BILLET AND NUMBER

UNIT (NOTE 1)	CMDR (NOTE 2)	USMC (NOTE 3)	USN (NOTE 3)	OTHER (NOTE 3)
---------------	---------------	---------------	--------------	----------------

	OFF	ENL	OFF	ENL	OFF	ENL
CE	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX
GCE (NOTE 4)	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX
ACE (NOTE 5)	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX
CSSE (NOTE 6)	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX
TOTAL	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX

ENCLOSURE (2)

MCO 3000.2H
15 JUN 01

3. FUTURE OPERATION/EXERCISE/COUNTERDRUG MSNS/DFT: (30-60 DAY
PROJECTION BEYOND THE END OF THE REPORTING PERIOD)

A. OPERATION/EVENT/ACTIVITY NAME.

(1) DATES. (REPORT INCLUSIVE DATES FOR THE
OPERATION/EXERCISE/COUNTERDRUG MSN/DFT AND NOT JUST THROUGH THE END
OF THE REPORTING PERIOD)

(2) FORCE LIST. (MAJOR ELEMENTS OF THE UNIT TASK
ORGANIZATION TO INCLUDE GAINED RESERVE UNITS/DETACHMENTS)

(3) LOCATIONS. (SPECIFIC LOCATIONS FOR ALL KEY ELEMENTS OF
THE UNIT TASK ORGANIZATION. EXAMPLE - CE IN BRINDISI, ITALY, ACE IN
AVIANO AB, ITALY, ETC.)

(4) MISSION. (BRIEF, NARRATIVE DESCRIPTION OF THE
OPERATION/EXERCISE/DFT/PURPOSE. EXAMPLE - UNITAS IS A DEPLOYMENT
FOR TRAINING WHICH WILL FOCUS ON COMBINED TRAINING TO PROMOTE
INTEROPERABILITY, MUTUAL HEMISPHERIC DEFENSE AND CLOSER TIES WITH
PARTICIPATING SOUTH AMERICAN MARINE FORCES.)

(5) COMBAT ESSENTIAL EQUIPMENT. (PER CURRENT MCBUL 3000)

(6) PERSONNEL SUMMARY:

UNIT (NOTE 1)	CMDR (NOTE 2)	USMC (NOTE 3)	USN (NOTE 3)	OTHER (NOTE 3)			
		OFF	ENL	OFF	ENL	OFF	ENL
CE		XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX
GCE (NOTE 4)		XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX
ACE (NOTE 5)		XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX
CSSE (NOTE 6)		XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX
TOTAL		XX/XX	XX/XX	XX/XX	XX/XX	XX/XX	XX/XX

4. MOBILE TRAINING TEAMS (MTT): (REPORT N/A WHEN NOT APPLICABLE)

A. INCLUSIVE DATES FOR CURRENT AND FUTURE EVENTS MTT/EVENT
SCHEDULE.

B. COUNTRY

C. NUMBER OF PERSONNEL. (MARINE OFFICER, MARINE ENLISTED, NAVY
OFFICER, AND NAVY ENLISTED)

D. MISSION

E. REMARKS

5. UNIT DEPLOYMENT PROGRAM (UDP) SCHEDULE: (REPORT N/A WHEN NOT
APPLICABLE)

A. INFANTRY BATTALIONS

B. ROTARY-WING/FIXED-WING SQUADRON OR DETACHMENTS

C. ARTILLERY BATTERIES

D. AAV/LAV/TOW DETACHMENTS

ENCLOSURE (2)

6. CHANGES OF COMMAND. REFLECT CHANGE OF COMMAND ACTIVITIES DURING THE REPORTING PERIOD BY OLD UNIT COMMANDER/NEW UNIT COMMANDER. PROVIDE INFORMATION FROM INDEPENDENT COMPANY/BATTERY LEVEL THROUGH MARINE CORPS SERVICE COMPONENT HEADQUARTERS.

7. COMMANDER'S ASSESMENT/COMMENTS: (AS REQUIRED)

NOTES:

- 1/ NON-MAGTF ORGANIZATIONS COMPLETE AS APPROPRIATE.
- 2/ PROVIDE COMMANDERS OF CE/GCE/ACE/CSSE ONLY.
- 3/ PROVIDE ON HAND/PROJECTED PERSONNEL STRENGTH:
EFFECTIVE/NONEFFECTIVE.
- 4/ TASK ORGANIZATION DOWN TO COMPANY/BATTERY/SEPARATE PLATOON AND
DETACHMENT LEVEL.
- 5/ TASK ORGANIZATION DOWN TO SQUADRON/BATTALION/SEPARATE DETACHMENT
LEVEL.
- 6/ TASK ORGANIZATION DOWN TO SEPARATE PLATOON/DETACHMENTS LEVEL.
- 7/ INFORMATION PROVIDES A SENSE OF PERSPECTIVE ON THE SIZE/SCOPE OF
SUPPORT. IF THE EXACT NUMBER IS UNKNOWN, AND ESTIMATE SHOULD BE
PROVIDED INITIALLY. PROVIDE UPDATES ON FUTURE REPORTS.

ENCLOSURE (2)